**‍‍ANALIESE QUAMINA |**

#16 CHIN YUEN KEE TR, CAP-DE-VILLE, POINT FORTIN

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**OBJECTIVE**

TO FIND A CHALLENGING CAREER IN AN ESTEEMED ORGANIZATION SO THAT I MAY GROW PROFESSIONALY, WHILST EARNING A GOOD REPUTATION AMONGST MY PEERS. I AM SEEKING A POSITION THAT WILL UTILIZE MY SKILLS AND EXPERTISE WHILST OFFERING THE CHANCES FOR ADVANCEMENT.

**PROFESSIONAL SUMMARY**

I AM A MOTIVATED INDIVIDUAL OFFERING OVER 10 + YEARS OF COMBINED EXPERIENCE WITHIN THE SERVICE AND HOSPITALITY INDUSTRY,FOCUSED ON HIGH STANDARDS FOR TASTE AND QUALITY,WHILE MAINTAINING PROFITABLE MARGINS .I HAVE EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS AND I AM WILLING TO CONTINUE MY LEARNING EXPERIENCE WITHIN YOUR HIGHLY RECCOMMENDED ESTABLISHMENT.

**SKILLS**

* BEAUTIFUL PRESENTATION OF FOOD.
* STRONG ATTENTION TO SAFE FOOD HANDLING PROCEDURES.
* HOSPITALITY AND FOOD SERVICE BACKGROUND.
* SERVICE ORIENTED
* DETAIL ORIENTED
* ADAPTABILITY AND RESPONSIVENESS

. SELF MOTIVATED

* QUICK LEARNER
* ORGANIZED MULTI-TASKER

**WORK HISTORY**

**1.RECEPTIONIST/CLERICAL ASSISSTANT (PART-TIME) NOV 2014 TO OCT 2015**

**EASTMAN GENERAL CONSTRUCTION AND TRANSPORTATION SERVICES, PROFESSIONAL TILING, ROOFING AND FOUNDATION.**

* **Answering telephones.**
* **Creating timesheets and payslips.**
* **Paying employees salaries.**
* **Ordering materials for the company.**

**2.O.J.T KITCHEN ASSISTANT SEP 2012 TO SEP 2014**

**CHATHAM YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE**

Chatham Village, Cedros

* **Prepared quality products while maintaining proper food safety practices, portion control and presentation**
* **within service goal times.**
* **Assisted in maintaining preparation and service areas in sanitary condition.**
* **Prepared a variety of foods according to set daily menus or supervisors instructions, following approved procedures.**

**3.SUPERVISOR/PART-TIME CHEF (CANTEEN) FEB 2011 TO NOV 2011**

**NATIONAL ENERGY SKILLS CENTRE**

**Vessigny Village ,La Brea**

* **Routinely improved product quality and reduced delivery costs.**
* **Lead shifts while personally preparing food items and executing requests based on required specifications.**
* **Assisted in maintaining preparation and service areas in a sanitary condition.**
* **Purchased stock, took orders and kept stock books for the canteen.**

**3.FIELD SALES REPRESENTATIVE MAR 2010 TO NOV 2010**

**DIREC 1 INTERNATIONAL CALL CENTRE**

**Independence Square ,POS**

* **Documented all customer/client inquiries and comments quickly and thoroughly.**
* **Responded to all customer/client inquiries quickly and professionally.**
* **Greeted each customer/client in a timely fashion, while quickly determining their needs.**

**4.CHEF/KITCHEN ASSISTANT**

**‘D’ ORIGINAL MODERNAIRES KITHCHEN FEB 2009 TO MAR 2010**

**Cor. French and Tagarete Rds, Woodbrook, P.O.S**

* **Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.**
* **Verified proper portion sizes and consistently attained high food quality standards.**
* **Lead shifts while personally preparing food items and executing requests based on required specifications.**

**5.GENERAL BAKERY ASSISTANT OCT 2007 TO FEB 2009**

**CHERYL’S PASTRY PALACE**

**Adventure Rd ,Point Fortin**

* **Regularly interacted with guests to obtain feedback on product quality and service levels.**
* **Inspected kitchens to observe food preparation quality and service, appearance and cleanliness of production and service areas.**
* **Decorated and merchandised quality bakery goods.**
* **Properly wrapped, boxed and weighed bakery department goods.**

**6.M.U.S.T( TRAINEE) CHEF AND FOOD PREPARATION ASSISTANT JUL 2007 TO SEP 2007**

**SOUTHWESTERN COURT HOTEL**

**Main Rd, Point Fortin**

* **Practiced safe food handling procedures at all times**
* **Cooked and served food and meals in accordance with planned menus, diet plans, recipes, portions, temperature control procedures and facility policies.**
* **Properly labeled and stored all raw food ingredients including produce, meat, fish ,poultry,**

**dairy and dry goods in the appropriate storage areas.**

* **Accurately and efficiently prepared healthy, delicious fish, meat and vegetable dishes.**

**7.WAITRESS AND GENERAL ASSISTANT**

**RAMDHANSINGH RESTAURANT**

**Warner Rd, Point Fortin**

* **Skillfully promoted items on beverages list and restaurant specials.**
* **Consistently provided professional friendly and engaging service.**
* **Routinely supported other areas of the restaurant as requested, including answering telephones and completing financial transactions for my station as well as others.**

**EDUCATION**

**SUBJECT PROFICIENCY GRADE**

* **FOOD AND NUTRITION GENERAL III (3)**
* **SOCIAL STUDIES GENERAL II (2)**
* **ENGLISH A GENERAL II (2)**
* **PRINCIPLES OF BUSINESS GENERAL II (2)**

**CERTIFICATION**

* **CERTIFICATE IN FOOD PREPARATION TTNVQ LEVEL ONE**
* **CERTIFICATE IN ELECTRICAL INSTALLATION**
* **CERTIFICATE IN COMPUTER LITERACY**

**REFERENCES**

1. **CPL .CARLOS MORALES #15960**

**TRINIDAD AND TOBAGO POLICE SERVICE**

**ERIN POLICE STATION**

**BEACH RD,**

**ST FRANCIS VILLAGE ERIN**

**PH # : (WORK) 649-8888**

**: (CELL) 327-8483**

1. **MR.JEFFREY HOLDER**

**CAMP DIRECTOR 1**

**CHATHAM YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE**

**#2430 SOUTHERN MAIN RD,CHATHAM VILLAGE,CEDROS**

**PH # 648-2397/56**

1. **MR KIRT CHARLES**

**ASSISTANT DIRECTOR**

**CHATHAM YOUTH DEVELOPMENT AND APPRENTICESHIP CENTRE**

**#2430 SOUTHERN MAIN RD,CHATHAM VILLAGE CEDROS**

**PH # 387-2287**